



Registry of Educational Personnel (REP) Update – October 25, 2004

This message is being sent to the Registry of Educational Personnel (REP) Listserv and to the authorized users of the REP application.

As a reminder, the fall submission of the REP is due to the Center for Educational Performance and Information (CEPI) on Friday, December 10, 2004. The REP application will be open for your submission Wednesday, October 27 through December 10, 2004.

Resource Materials

Please review all materials provided on the REP Web page at www.michigan.gov/cepi. Click on MEIS Data Services and then on Registry of Educational Personnel. The REP Web page is divided into sections of pertinent information regarding the REP submission. The items available include the Fall 2004 REP Data Field Descriptions and Record Layout, Frequently Asked Questions (FAQs) and other materials that will be useful to you. The key is to read the information provided so that you may obtain a basic knowledge base of what the REP submission includes during each submission cycle.

The following items highlight the major changes this fall. However, for accurate data submission, it is essential that districts read all documentation provided on the REP Web site.

New Look

The REP application has a new look this fall. The application has been redesigned to align with e-Michigan Standards for state of Michigan Web applications. The functionality of the application has not changed. However, the look has changed and there are more help aids available at your fingertips as you work with the application. For example, users may access a field definition simply by clicking on the field name. Also, users will find links to the REP FAQs, User's Guide and Data Field Descriptions.

Corrections to Data

Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission application or through the bulk submission application. For districts that use the online application, the corrections may be made when updating the record. For districts that use the Bulk Upload application, the PIC number must be used if corrections are made to the employee's name, birth date, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

Field 10 - Highly Qualified Status

Highly qualified status, academic major status and academic minor status must be submitted for all core academic assignment codes "000AX" through "000ZG" as indicated on page 24 (Assignment to General Education) of the Fall 2004 REP Data Field Descriptions. A new

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document entitled "NCLB-Highly Qualified Teacher" will soon be posted under REP Help on the REP Web page. This document should assist you when reporting these data.

Field 10 - Administrator Continuing Education

The Michigan Department of Education now requires districts to report if the district/building administrator has met the administrator continuing education requirement for eligibility for employment in the district. Specific information regarding this new requirement can be found in the Fall 2004 Data Field Descriptions on pages 20, 27 and 28.

Field 10 - Accounting Function Codes

At the request of the Office of State Aid and School Finance, beginning with the fall 2004 submission, a new programming edit has been placed on accounting function codes for teachers. This edit will affect accounting function codes "111" through "137". Accounting function codes "111" through "137" may only be submitted for position assignment codes "00000" through "00594", code "94100", and "80000" through "81300", or a fatal error will be reported. (See page 20 of the Fall 2004 Data Field Descriptions)

****Page 4 of the Information Regarding the Fall 2004 REP Submission under Field 10:**
Assignment Data, pages 18-35, Item 1 should state: "Accounting/Function code: Accounting/function codes "111" through "137" may only be submitted for position assignment codes "00000" through "00594", code "94100", and "80000" through "81300", or a fatal error will be reported."

Field 24 - Professional Development

The Michigan Department of Education has added three categories to Field 24: Hours of Professional Development, bringing the total number of categories to eight. See pages 52-55 in the Fall 2004 REP Data Descriptions for complete information regarding this change.

Field 25 - Employment Status/New Teachers

During the end of year submission of the REP, it was determined that districts have teachers new to the profession of teaching that have been employed by the district for more than three years. Therefore, a new code has been added to Field 25 to accommodate these individuals. Districts are asked to use Code "97" in Field 25 for a new teacher (first three years in the profession of teaching), but who may have worked for the district for more than three years prior to becoming a certified teacher. Code "98" should still be used for new teachers in their first three years in the profession of teaching who have not worked for the district previous to becoming certified. See pages 57 and 58 in the Fall 2004 REP Data Descriptions for complete information regarding this change.

Department of Information Technology (DIT) Client Services Center

All questions that you may have concerning the REP submission should be directed to the DIT Client Services Center. A help desk case will be created and directed to CEPI Customer Support in a timely manner so that your questions can be addressed. Some of your routine questions may be answered by the DIT Client Services Center, such as problems with your password or MEIS account.

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To submit a question, please send an e-mail to the DIT Client Services Center (Help-Desk@michigan.gov) or call 517-335-0505. Please provide your name, district code, district name, the CEPI application name, telephone number (including area code and extension), e-mail address, and specific questions.

Center for Educational Performance and Information